

MAINTENANCE AND REPAIR COORDINATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult skilled work planning, purchasing and contracting of supplies, materials and equipment; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing specifications; securing and analyzing bids; requisitioning materials; securing maintenance, repair and custodial supplies and equipment; maintaining files and records; maintaining computer programs and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Purchases goods and services for department; organizes and inventories supplies; updates and maintains inventory program; contacts vendors securing pricing and purchase; generates purchase orders and assigned funding.
- Coordinates daily activities of assigned staff.
- Generates, assigns and assists in the implementation of work order program.
- Visits job sites; assists in planning to ensure work order completion.
- Corresponds with supervisors, principles and mechanics regarding projects.
- Contacts vendors regarding dysfunctional products and unsatisfactory service.
- Maintains yearly blanket purchase orders; issues numbers upon request.
- Researches building specs to obtain replacement parts.
- Plans, schedules and directs flooring replacement.
- Coordinates County and school site snow removal.
- Meets with salesman to stay current on available material.
- Assists in compiling figures for yearly budget and daily projects.
- Provides project cost and estimates in long-range planning.
- Maintains safety library; schedules quarterly training.
- Assists in reconciling statements and invoices.
- Generates bid documents for goods and services, securing pricing and awarding.
- Maintains MSDS catalog for material received.
- Serves as representative on County Safety Committee.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of purchasing procedures, methods and practices; general knowledge of local, state and federal policies/laws regarding public purchasing;; general knowledge of accounting principles; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; skill in the use of hand and power tools of the trade; ability to make time and materials estimates; ability to work from sketches, blueprints and drawings; ability to maintain financial records and to prepare reports and statements; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable warehousing experience and some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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